

C.1	The rights of stakeholders that are established by law or through mutual agreements are to be respected.	Y/ N	Reference / Source document	
Does the company disclose a policy that:				
C.1.1	Stipulates the existence and scope of the company's efforts to address customers' welfare?	<p>OECD Principle IV (A): The rights of stakeholders that are established by law or through mutual agreements are to be respected. In all OECD countries, the rights of stakeholders are established by law (e.g. labour, business, commercial and insolvency laws) or by contractual relations. Even in areas where stakeholder interests are not legislated, many firms make additional commitments to stakeholders, and concern over corporate reputation and corporate performance often requires the recognition of broader interests.</p> <p>Global Reporting Initiative: Sustainability Report (C1.1 - C.15) International Accounting Standards 1: Presentation of Financial Statements</p>	Y	<p>Report of the President of the 2018 Annual Report, pages 9-10 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=9)</p> <p>Team Building Recently this March 2019, as One AFPMBAI Management Team, the Association held its Company-Wide Team Building entitled: "AFPMBAI, Empowered by the new Core Values: Changing as One, Moving as one, Thriving as One!" Through the said activity, AFPMBAI reaffirmed its commitment through renewal of its corporate values now composed of the following: Customer Commitment ▪ Passionately serving our customers by putting their perspective, expectations, and experience at the forefront of everything that we do. Integrity ▪ Steadfast in upholding the Core Values of AFPMBAI and doing the right things right all the time. Professionalism ▪ Continuous pursuit of higher level of Competence, Standards, and Excellence – individually and organizationally. Innovation ▪ Advocating "Continuous Improvement" by embracing "change", being comfortable with "progress", and challenging the "status quo". Teamwork ▪ Inculcating a culture of collaboration, cooperation, communication, and support between individuals, teams and within AFPMBAI.</p>
C.1.2	Explains supplier/contractor selection practice?	Y	<p>Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28)</p> <p>Transactions with Suppliers/Contractors The Association adopts a policy that covers the accreditation, selection, bidding, and approval process for suppliers/contractors. The following factors are considered in the selection process: Eligibility, Legality/Authenticity, Cost, and Quality of Service. The assigned Committee/s of the Management conducts a series of evaluations and deliberations to ensure transparency of transactions. The approved Purchase Order shall serve as contract between AFPMBAI and the supplier. Once the supplier is selected and approved, the Association faithfully abides with what had been agreed upon in the terms and conditions stated in the purchase order/ contract.</p>	
C.1.3	Describes the company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?	Y	<p>Governance Report of the 2018 Annual Report, page 29 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=29)</p> <p>Going Green In adhering to one of its corporate values on Innovation, the Association installed a Solar Panel System that can combat the harmful effects of climate change by reducing carbon emission and help in the advocacy of promoting green environment and sustainable development. This undertaking dramatically decrease its electric consumption. The Association likewise converted fluorescent lights to LED lights. In addition, segregation of trash with separate trash bins for bio-degradable and non-biodegradable and recyclables, is being enforced.</p>	
C.1.4	Elaborates the company's efforts to interact with the communities in which they operate?	Y	<p>Corporate Social Responsibility Report of the 2018 Annual Report pages 30-33 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=33)</p>	

C.1.5	Describe the company's anti-corruption programmes and procedures?		Y	<p>Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28)</p> <p>Code of Ethics page 7 (http://www.afpmbai.com.ph/acgs/2019/E.2.1_Code_of_Ethics.pdf#page=7)</p> <p>Whistleblower Policy Employees, stakeholders and members are encourage to report in writing unethical practices to the concerned immediate superior or Head, HRD or AFPMBAI's Chief Corporate Services Officer, respectively, as most problems in this area can be resolved swiftly. The said offices, through an open-door policy, will accomodate problems on ethic. All of us are responsible for preventing violations of law and for acting as whistleblowers if we see possible breaches of internal policies, rules and regulations.</p> <p>The Company observes Code of Conduct which promotes the Company Values and Philosophy.</p> <p>Anti Corrouption Program and Procedures are observed in the Code of Conduct, pages 7-17 (http://www.afpmbai.com.ph/acgs/2019/C.1.5_Code_of_Conduct_Pages7-17.pdf)</p> <p>A. Offenses Against Person B. Offenses Against Honor C. Offenses Against Property D. Offenses Against Public Morals E. Offenses Against Honesty E1-E2. Falsification of Records E3. None Adherence to cash advance guidelines/policy E4. Substantiation/Documentation E5. Bribery E6. Connaivances E7. Extortion E8. Fraudulent Encashment of Checks E9. Fraudulent Check Issuance E10. Concealment E11. Falcification of Bank Acocunt and payment for Loan E12 Usurpation of Authority F. Offenses Against Official Working Time and Attendance Policy G. Offenses Against Decorum H. Offenses Against Security I. Offenses Against Of Info System J. Other Misdemeanors</p> <p>The Following Misconducts has corresponding sanctions. Refer to Code of Conduct Page 7-17</p>
C.1.6	Describes how creditors' rights are safeguarded?		Y	<p>Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28)</p> <p>Transactions with Suppliers/Contractors The Association adopts a policy that covers the accreditation, selection, bidding, and approval process for suppliers/contractors. The following factors are considered in the selection process: Eligibility, Legality/Authenticity, Cost, and Quality of Service. The assigned Committee/s of the Management conducts a series of evaluations and deliberations to ensure transparency of transactions. The approved Purchase Order shall serve as contract between AFPMBAI and the supplier. Once the supplier is selected and approved, the Association faithfully abides with what had been agreed upon in the terms and conditions stated in the purchase order/ contract.</p>
Does the company disclose the activities that it has undertaken to implement the abovementioned policies?				
C.1.7	Customer health and safety	OECD Principle IV (A) & Global Reporting Initiative	Y	"Canteen, Clinic, PWD ramp" (http://www.afpmbai.com.ph/acgs/2019/customer_safety.jpg)
C.1.8	Supplier/Contractor selection and criteria		Y	<p>Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28)</p> <p>"Contractor's Warehouse - pictures" (http://www.afpmbai.com.ph/acgs/2019/warehouse.jpg)</p>
C.1.9	Environmentally-friendly value chain		Y	"Solar Panels, Bio and Non-Bio trash bins - pictures" (http://www.afpmbai.com.ph/acgs/2019/solar.jpg http://www.afpmbai.com.ph/acgs/2019/trash_bins.jpg)
C.1.10	Interaction with the communities		Y	"Playground - pictures" (http://www.afpmbai.com.ph/acgs/2019/playground.jpg)

C.1.11	Anti-corruption programmes and procedures		Y	<p>Code of Conduct page 22-27 (http://www.afpmbai.com.ph/acgs/2019/C.1.11_Code_of_Conduct_Pages22-27.pdf)</p> <p>Investigation Rules and Procedures A. Complaint/Irregularity/Incident Report or any Analogous Document..... B. Light Offenses (Misdemeanor and Light Offenses)..... C. Serious Offenses (Less Grave and Grave Offenses)..... D. Investigation Proper..... E. Report of the Investigation Board..... F. Management Decision.....</p>
C.1.12	Creditors' rights		Y	<p>Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28)</p> <p>Transactions with Suppliers/Contractors The Association adopts a policy that covers the accreditation, selection, bidding, and approval process for suppliers/contractors. The following factors are considered in the selection process: Eligibility, Legality/Authenticity, Cost, and Quality of Service. The assigned Committee/s of the Management conducts a series of evaluations and deliberations to ensure transparency of transactions. The approved Purchase Order shall serve as contract between AFPMBAI and the supplier. Once the supplier is selected and approved, the Association faithfully abides with what had been agreed upon in the terms and conditions stated in the purchase order/ contract.</p>
C.1.13	Does the company have a separate corporate responsibility (CR) report/section or sustainability report/section?	<p>OECD Principle V (A): Disclosure should include, but not be limited to, material information on: (7) Issues regarding employees and other stakeholders.</p> <p>Companies are encouraged to provide information on key issues relevant to employees and other stakeholders that may materially affect the long term sustainability of the company.</p>	Y	<p>Corporate Social Responsibility Report of the 2018 Annual Report pages 30-33 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=30)</p>

C.2 Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.				
C.2.1	Does the company provide contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights?	<p>OECD Principle IV (B): Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</p> <p>The governance framework and processes should be transparent and not impede the ability of stakeholders to communicate and to obtain redress for the violation of rights.</p>	Y	<p>Screenshot of Website's "contact" (http://www.afpmbai.com.ph/acgs/2019/contact_website.jpg)</p>

C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.				
C.3.1	Does the company explicitly disclose the health, safety, and welfare policy for its employees?	<p>OECD Principle IV (C): Performance-enhancing mechanisms for employee participation should be permitted to develop. In the context of corporate governance, performance enhancing mechanisms for participation may benefit companies directly as well as indirectly through the readiness by employees to invest in firm specific skills.</p> <p>Firm specific skills are those skills/competencies that are related to production technology and/or organizational aspects that are unique to a firm.</p> <p>Examples of mechanisms for employee participation include: employee representation on boards; and governance processes such as works councils that consider employee viewpoints in certain key decisions. With respect to performance enhancing mechanisms, employee stock ownership plans or other profit sharing mechanisms are to be found in many countries.</p>	Y	<p>Governance Report of the 2018 Annual Report, page 29 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=29)</p> <p>Employee's Welfare AFPMBAI is dedicated to maintaining a healthy and safe environment for its employees. The Association has an appropriate health and safety program, including facilities to promote a better understanding and appreciation of the importance of health and safety in the workplace, at home, and elsewhere.</p> <p>The welfare of employees is one of the Association's paramount concerns. There is an Emergency Action Plan Manual in cases of fire and earthquake. There are posters and signages per room, trainings in cases of disasters and calamities are conducted on a regular basis, and employees participate in Camp Aguinaldo and city-wide earthquake and fire drills. Health concerns are addressed through clinic management and dissemination of bulletins on various types of diseases. Lectures are being conducted on these. Key safety personnel have already undergone Basic Occupational Safety and Health Certifications and appointed as Safety Officers, while some already received Certifications as a Security Professional. A company-wide safety and health training for all employees is underway.</p> <p>Apart from that, AFPMBAI recognizes gender equality and the individual person's role in nation-building. The Association supports the Constitution and various laws that protect the rights of women and their children, including people with disabilities and of all sexual orientations or identities against all forms of discrimination, violence and harassment. Anyone in the Association to have committed the said offense will be subjected to disciplinary action, up to and including dismissal.</p>
C.3.2	Does the company publish relevant information relating to health, safety and welfare of its employees?		Y	<p>Governance Report of the 2018 Annual Report, page 29 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=29)</p> <p>"Fire and Earthquake Drills, Zumba Sessions, Mother's Day Wellness" (http://www.afpmbai.com.ph/acgs/2019/health_safety.jpg)</p>
C.3.3	Does the company have training and development programmes for its employees?		Y	<p>Governance Report of the 2018 Annual Report, page 9 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=9)</p> <p>Active Management of Human Resource In building a culture of competent manpoer, Management completed its training plan for its managers and supervisors that will be implemented in 2019. Succession planning and development programs tagged as NEWBIE (New Employees Workshop on Benefits and Other Information, etc.) IGROW (Internal GROWTH of Employees) and EAGLET (Enhanced AFPMBAI Group of Leaders for Tomorrow) will also be conducted in 2019 as part of business continuity plan. Training of thr employees, however, is continious to further develop their potentials in providing quality service to members.</p>
C.3.4	Does the company publish relevant information on training and development programmes for its employees?		Y	<p>Governance Report of the 2018 Annual Report, page 9 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=9)</p> <p>"Accedata" (http://www.afpmbai.com.ph/acgs/2019/accedata_training.jpg)</p>
C.3.5	Does the company have a reward/compensation policy that accounts for the performance of the company beyond short-term financial measures?		Y	<p>Memorandum Circular 019_2015: Outstanding Employees (http://www.afpmbai.com.ph/acgs/2019/C.3.5_Memorandum_Circular_019_2015.pdf)</p>

C.4 Stakeholders including individual employee and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.			
C.4.1	Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?	OECD Principle IV (E): Stakeholders, including individual employees and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.	Y Governance Report of the 2018 Annual Report, page 27-28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=27) Code of Conduct page 22-23 (http://www.afpmbai.com.ph/acgs/2019/C.4.1_Code_of_Conduct_Pages22-23.pdf) Investigation Rules and Procedures A. Complaint/Irregularity/Incident Report or any Analogous Document 1. The complaint or any employee who observes violation of Association's policy..... 2. Complaint/Irregularity/Incident Report or any analogous document including all supporting pieces of evidence..... 3. Within three (3) calendar days from determination of appropriate charges against subject employee or respondent..... 4. Within five (5) calendar days from receipt of the Answer/Explanation submitted..... 5. Upon the President's approval, the Investigation Board shall convene within three (3) calendar days to investigate..... 6. The Investigation Board is automatically dissolved upon submission of its investigation report.....
C.4.2	Does the company have a policy or procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?		Y Governance Report of the 2018 Annual Report, page 28 (http://www.afpmbai.com.ph/acgs/2019/AFPMBAI_Annual_Report_2018.pdf#page=28) Code of Ethics page 7 (http://www.afpmbai.com.ph/acgs/2019/E.2.1_Code_of_Ethics.pdf#page=12) Whistleblower Policy <i>Employees, stakeholders and members are encourage to report in writing unethical practices to the concerned immediate superior or Head, HRD or AFPMBAI's Chief Corporate Services Officer, respectively, as most problems in this area can be resolved swiftly. The said offices, through an open-door policy, will accomodate problems on ethic. All of us are responsible for preventing violations of law and for acting as whistleblowers if we see possible breaches of internal policies, rules and regulations.</i>